



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO 80204

Reply to
Attn. of: SP 94-C-4

NOV 8 1993

Subject: Procurement Guidelines - "Partnership in Purchasing"

To: STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas, Missouri ED,
(Special Nutrition Programs) Montana OPI, Nebraska ED, North Dakota,
South Dakota, Utah, Wyoming ED

Attached is guidance entitled "Partnership in Purchasing." It was issued by the Southeast Regional Office. It is being passed on to you to provide guidance on problematic areas of procurement. The guidance is based on OMB Circular A-102, Attachment O and proper procurement practices which have been identified in school districts. However, many of the principles have general applicability to other Child Nutrition Programs you may administer. Bear in mind, also, that when State and/or local requirements are more restrictive than the procedures outlined in "Partnership in Purchasing," State and/or local requirements will take precedence.

We have also attached a table of contents listing planned subject matters, a glossary of terms, and copies of the first nineteen issues. Each issue is numbered and dated as indicated in the table of contents. The guidance presents a series of policies on procurement which builds on and cross-references each other. They are written in similar format, including a description of the issue or concern, guidance on the topic and suggested other references. As new issues are received, we will forward them on to you.

If you have any questions or concerns relating to any issue discussed herewith, please let us know.

Ann C. Hector

ANN C. HECTOR
Regional Director
Special Nutrition Programs

Attachments: "Partnership in Purchasing", table of contents, glossary, copies of 19 issues.